



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS WARNER ROBINS AIR LOGISTICS CENTER (AFMQL)

64-10
FAR37
Fountain
26 Oct 99

20 July 1999

MEMORANDUM FOR SEE DISTRIBUTION

FROM: WR-ALC/CC

SUBJECT: Approval Requirements for Manpower Support Contracts (MSCs)

1. This memorandum supersedes previous memorandums on this subject dated 10 Dec 96 and 5 May 98 which established approval and reporting requirements for MSCs. The intent of requiring CC approval for manpower support requirements was to gain insight into the level and purpose of manpower support procured for the Warner Robins Air Logistics Center (WR-ALC). I now believe that the product directorates (PDs) are doing a better job of screening their manpower support requirements. Therefore, I have decided to streamline the approval process, for-going command section approval, and delegate approval authority to the SES Board (TI, LG, and PK). In emergency situations, a single board member may approve requirements. The old process was taking entirely too long with coordinations taking place in sequential fashion. The new process will have concurrent coordinations, and when the coordinated approval package leaves the PD, a decision should be made within 7 days.
2. Effective the date of this memorandum, all manpower support requirements for services, as defined at Attachment 1, acquired in support of the WR-ALC's mission by WR-ALC procuring offices or other procuring offices, including services funded by off-base activities via AF Form 616, will require SES Board approval. Approval should be obtained before the purchase request (PR) or Military Interdepartmental Purchase Request (MIPR) is forwarded to the contracting office, whether at Robins or elsewhere. The scope of manpower support services includes those performed either on or off a government installation. Both requirements being funded by another agency through a WR-ALC contract, and requirements contracted for by another agency with WR-ALC funds via MIPRs and AF Forms 616 require approval. DMAG-funded requirements and those under \$50,000 will no longer be excluded from the approval process.
3. In addition, the efforts to lower costs for Advisory and Assistance Services (A&AS) have yielded mixed results. PDs will no longer be required to consider use of rehired annuitants. Procedures to satisfy requirements through placement of excess employees or compensation employees and contracting with individuals will continue to be used. A flowchart of the revised process is at Attachment 2.
4. The Manpower and Quality Office (XPM) is designated the OPR for the manpower support process and will continue to maintain a record of dollar and manpower usage for MSCs. Attachment 3 provides the required certification and approval format. It also contains the basic criteria that should be considered prior to initiating a requirement for contracted manpower support. The procedures and format can be accessed on the PK Homepage at the following address: <http://contracting.robins.af.mil>. A WR-ALC Process Guide will be developed for the MSC approval process and will be accessible on the PK Homepage.



5. With the decline of civil service employees and austere budgets, the need for contractor supplied manpower support will continue to exist. It is obvious that in the past, we have not had control over the requirements development, purchase, or contract administration of contractor manpower support. This is an area that needs your personal attention. I expect each director to have an awareness of all manpower support purchased and internal controls which assure only the minimum amount is purchased and the contract is being properly surveilled. No doubt, there will be subsequent audits on the subject.

6. The points of contact for contracting policies/issues is Ms. Linda Fountain, WR-ALC/PKPB, 69003; for financial policies/issues is Ms. Pat Hickman, WR-ALC/FMA, 62940; and for manpower policies/issues is Mr. Charles Drake, WR-ALC/XPM, 60722.



RICHARD N. GODDARD
Major General, USAF
Commander

Attachments:

1. Manpower Support Requirements Definition and Exclusions
2. MSC Review Process
3. SES Board Worksheet

DISTRIBUTION LIST:

WR-ALC/BC
WR-ALC/EM
WR-ALC/FM
WR-ALC/LA
WR-ALC/LB
WR-ALC/LC
WR-ALC/LE
WR-ALC/LF
WR-ALC/LG
WR-ALC/LJ
WR-ALC/LK
WR-ALC/LN
WR-ALC/LR
WR-ALC/LU
WR-ALC/LY
WR-ALC/PK
WR-ALC/QL
WR-ALC/TI
WR-ALC/XP
78 ABW/CC
78 SPTG/DPC

MANPOWER SUPPORT REQUIREMENTS DEFINITION AND EXCLUSIONS

1. A manpower support contract (MSC) requirement is any requirement for expertise and direct assistance to augment in-house functions. Contracted manpower support includes the following:

a. Advisory and Assistance Services (A&AS) from nongovernmental sources to support or improve organization policy development, decision-making, management and administration, program and/or project management and administration, or the effectiveness of management processes or procedures;

b. contracts which provide services (for example, Systems Engineering and Technical Assistance (SETA)) acquired by or for a program office to increase the design performance capabilities of existing or new systems or where they are integral to the logistics support and maintenance of a system or major component and/or end item of equipment essential to the operation of the system before final government acceptance of a complete hardware system; and

c. those Operation and Maintenance (O&M) requirements that serve to keep existing systems operational including engineering services.

2. The only exclusions are the requirements:

a. to be awarded to Federally Funded Research and Development Centers (FFRDCs),

b. for commercial activities, as defined in OMB Circular A-76,

c. for base-level services covered by AFMAN 64-108, "Service Contracts" or AFI 63-124, "Performance-Based Service Contracts (PBSC),"

d. for Contractor Logistics Support (CLS; 3400/EEIC 578) and Interim Contractor Support (ICS, 3400/EEIC 585)*,

e. in support of WR-ALC/QL,

f. for services supporting the Foreign Military Sales (FMS) Program that are not paid for with funds appropriated by the U. S. Congress (includes MSCs funded with appropriated funds and reimbursed by the foreign customer),

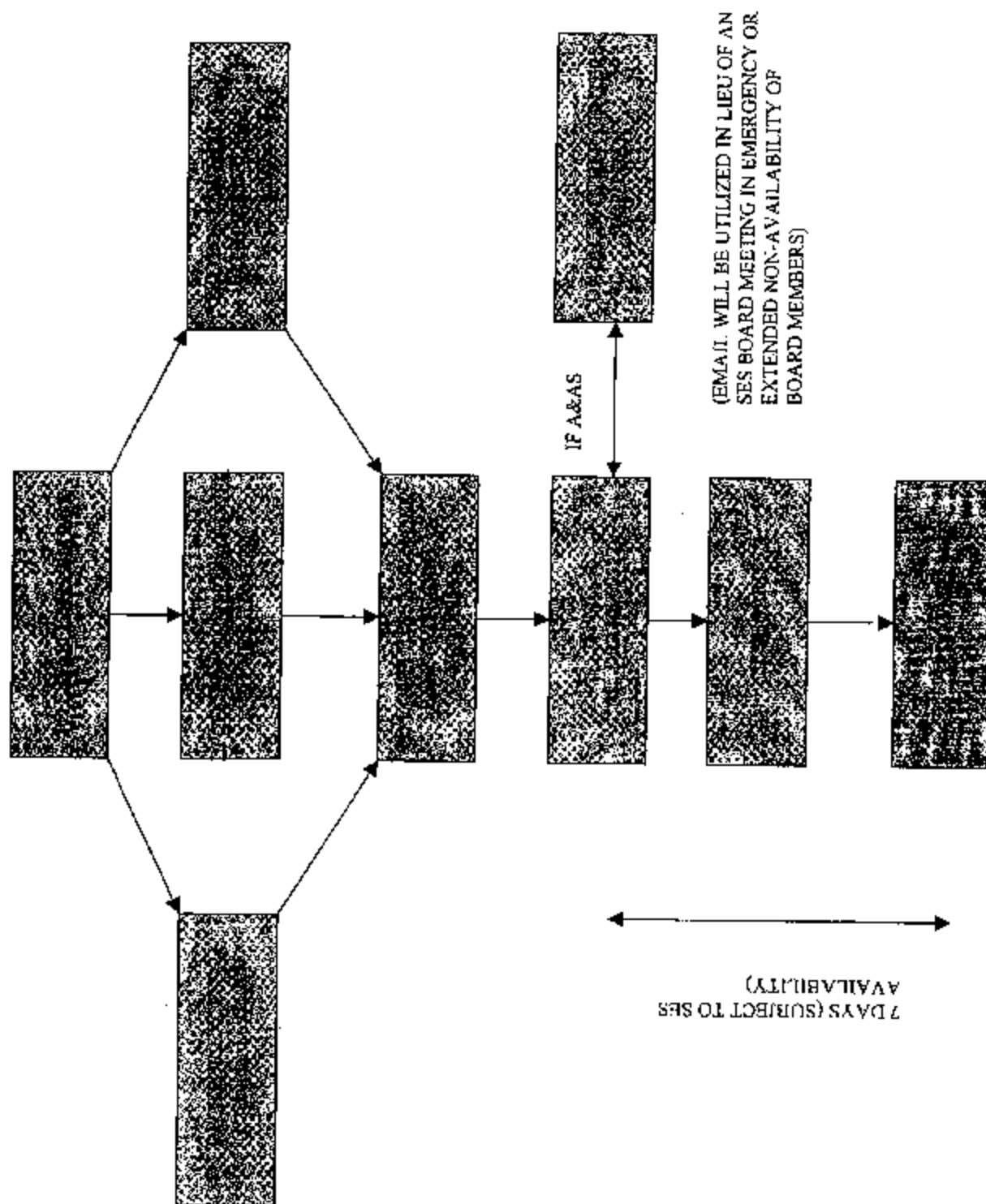
g. maintenance (sustaining) engineering-funded through the O&M appropriation (3400/EEIC 583) and Commodity Engineering funded in the MSD appropriation (fund cite 97X4930 FCOA 105 PXXXXX 25.26)*, and

h. Small Business Innovative Research Contracts (SBIR).

Continued
Revised 26 May 99

*Note, there are no blanket exemptions due to funding for A&AS. However, weapon system sustainment contracts including contractor logistics support, interim contractor support and sustaining engineering are not considered A&AS, and therefore are not required to be reported, nor require Determination/Decision Documents (DDD's). Examples of frequently used services can be found in the WR-AIC Process Guide.

MSC REVIEW PROCESS



SES BOARD WORKSHEET/DDD FOR MSC/A&AS REQUIREMENT

I. DESCRIPTION OF REQUIREMENT:

(Include name of directorate, contractor, if known, system requirement supports, number of personnel in terms of man-year equivalents, annual cost of the average CME for the contract, types of skills needed (e.g. grade, series), period of performance, type, source, and availability of funds, and estimated dollar value.)

II. AVAILABILITY OF IN-HOUSE PERSONNEL (Applicable to A&AS only)

(In this section the requiring organization must determine availability of in-house personnel through queries at either the task level or the contract level. XPMI will perform these queries and provide the following information regarding the query to the requiring organizations: name of organization, government personnel and date queried, and results of query.)

III. COST COMPARISON (Applicable to A&AS only. Complete this section if in-house personnel are identified in section II and the requirement is estimated to be equal to or over \$100,000.)

To perform the cost comparison:

(a) Estimate the cost of performing the requirement with contractor personnel based on the information provided in Section II.

(b) Develop the government estimate using in-house composite rates for military and civilian employees. (See AFI 65-503, Composite Rate Tables attached in Appendix 5 to AF Advisory and Assistance Services (A&AS) Interim Policy Letter, 21 Jul 96)

IV. CERTIFICATIONS (Applicable to A&AS only)

(a) This effort will not circumvent personnel ceilings.

(b) This effort will not replace displaced government personnel with contractors unless is proven to be financially advantageous to the Federal Government.

(c) This effort will not be performing inherently governmental functions as defined in OFPP Policy Letter 92-1 and FAR Section 7.501, or personal services.

V. ACTIONS COMPLETED:

(a) Loans (local and/or agency within DoD) (See Section II above.)

(b) Excess List

7

(c) Compensationers

(d) Contracting with Individuals

I am aware of all the rules, regulations, and laws applicable to manpower support contracts and their surveillance.

Signature/Title of Initiator

Date

(Include coordination cycle as appropriate to the organization.)

Signature/Title

Date

SES BOARD ACTION:

____ **Approved**

____ **Disapproved**

SES Board Representative

Date